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5 April 1967

MEMORANDUM FOR Chairman, Support Services  
Historical Board  
Chairman, DCS&T Historical Board  
Chairman, DDI Historical Board

Perhaps it is a little early to worry about finished histories, and each one of you may want to handle them in a slightly different manner. I would suggest, however, the following:

- a. Historical papers in final draft form should be forwarded to the Chairman of the appropriate Historical Board with a cover sheet showing who wrote the paper and who reviewed it. I think it is up to the Historical Boards to determine whether historical papers should receive a further review by the Board.
- b. Papers in final form should be prepared according to the format set forth in Chapter IV of the Handbook (with special attention to double-spacing and appropriate margins)
- c. The original and one copy should be forwarded to the appropriate Historical Board. As "flimsies" are somewhat difficult to bind, it is suggested that, if the office of origin intends to reproduce the paper, the original and a reproduction copy should be forwarded to the Board in place of the flimsy.
- d. The finished historical papers, after approval by the appropriate Board, should be forwarded to the undersigned, who will arrange for the binding.

BOX NO. FLD NO. DOC. NO. 5 NO CHANGE  
JOB NO. IN CLASS/NO CLASS/ CLASS CHANGED TO: TS S C RET. JUST. 22  
NEXT REV DATE 21/11/67 REVIEWER 2-011 TYPE DOC. 02  
NO. PGS 1 CREATION DATE 1/11/67 CPG CORR 11 CFI 11 ORG CLASS C  
REV CLASS C, REV COORD. AUTH: HR 70-3

LS/ [REDACTED]  
Historical Staff, DCI

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